

ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**



## **Cover Supervisor** (Maternity Cover)

### **RECRUITMENT INFORMATION PACK**



**Salary: Band 8, SCP 17-22 (Actual Salary £24,339 - £26,868)**

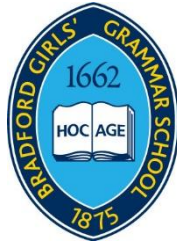
**Contract term: Maternity cover**

**Working pattern: 37 hours per week, Term Time Only.**

**From: 04/09/2026 onwards**

**Bradford Girls' Grammar School**

**Squire Lane, BD9 6RB**



ASPIRE • SUCCEED • LEAD

---

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

---

## Contents

1. About Bradford Girls' Grammar School
2. BDAT
3. Information on the post
4. Application process
5. Job Description
6. Personal Specification
7. Enhanced Disclosure
8. School Location and Travel Information

## **1. About Bradford Girls' Grammar School**

Thank you for the interest you have shown in the post of Cover Supervisor at Bradford Girls' Grammar Secondary School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)

### **3. Information on the Post**

We are seeking to appoint a Cover Supervisor to support our team of dedicated and hard-working teaching staff. The post will be to cover the Maternity leave of the incumbent member of staff. There will be no right to continuous employment upon the return of the incumbent.

The key function of the role will be to deliver pre-planned work in the classroom for absent colleagues, ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe and stimulating learning environment.

Additional responsibilities will also be agreed to allow the successful applicants to support the pastoral team at times when they are not required for cover. This will allow opportunity to develop a broad skillset and gain the satisfaction of working closely with individual students to help them overcome barriers to learning.

The main quality we will be looking for is strong behaviour management. Being organised, punctual, prepared for any situation and having a presence in the classroom are also vital. This, combined with experience of working with children and a commitment to making a difference is essential for the position of Cover Supervisor.

Our school motto is Aspire, Succeed, Lead. We are a hugely successful school, with a strong set of GCSE results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school's culture is firmly rooted in values, and these shapes the way that we do things on a day-to-day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 6<sup>th</sup> July**
- **Shortlisting of applications: Monday 6<sup>th</sup> July**
- **Interview date: TBC**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

## 5. Job Description

<b>Post Title:</b>	Cover Supervisor (Maternity Cover)
<b>Post Purpose:</b>	As a member of the Cover Supervision Team, to provide a truly exceptional educational experience for all, enabling each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.
<b>Reporting to:</b>	Deputy Headteacher
<b>Working time:</b>	37 Hours per week TTO
<b>Salary/Grade:</b>	Band 8 SCP 17-22
<b>Main (Core) Duties:</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To work as directed by the Cover Manager and Deputy Head Teacher to provide cover for absent teaching colleagues.</li> <li>• To ensure the quality of teaching remains good when the usual teacher is absent.</li> <li>• To follow the instructions on the cover proforma and/or follow the direction of the teacher/Curriculum or Subject Leader.</li> <li>• To manage equipment and resources to ensure lessons are delivered effectively and safely.</li> <li>• To maintain positive relationships and good discipline, following the school's Behaviour Strategy.</li> <li>• To recognise and reward students, following the school's Recognition and Rewards strategy.</li> <li>• To engage and motivate students in lessons, ensuring they achieve productive outcomes.</li> <li>• To give verbal feedback to students, moving their learning forwards.</li> <li>• To leave classrooms organised, tidy and ready for the next lesson.</li> <li>• To provide objective and accurate feedback to the absent teacher on the completion of work and the behaviour of students, using the cover proforma or, where appropriate, via email.</li> <li>• To communicate effectively with all colleagues, as relevant, about the learning, progress and additional needs of students.</li> <li>• To support individual students or small groups, including those with individual needs, as identified by the teacher/Curriculum or Subject Leader.</li> <li>• To supervise students on visits, trips and out of school activities during usual working hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• As co-tutor or cover tutor/teacher, to ensure messages are conveyed to students, that daily tutor routines are followed, and the Personal Development curriculum is delivered.</li> <li>• To attend meetings and training and carry out administrative tasks and duties as specified on the academy calendar.</li> <li>• To engage fully in the appraisal process and take opportunities to develop by engagement in CPD opportunities.</li> <li>• To consistently implement all academy policies.</li> <li>• To report any safeguarding concerns immediately to a Designated Safeguarding Lead.</li> <li>• To carry out any other reasonable tasks deemed suitable based on your skills and capabilities as requested by the Headteacher.</li> <li>• Assist with break/ lunch time duties and as and when required.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Support the positive ethos of the school by acting in accordance with its values.</li> <li>• Provide support to staff and students throughout the day by responding to queries and acting on behalf of the Headteacher as required.</li> <li>• Liaise with parents and carers to help resolve their queries and maintain positive relationships.</li> <li>• Support the creation of an environment where students maintain positive behavior and attitudes to learning.</li> </ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to an appropriate senior person.</li> <li>• Comply with policies and procedures.</li> <li>• Develop effective professional relationships with others.</li> <li>• Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.</li> <li>• Have up to date KCSIE knowledge</li> </ul>
<b>Physical Conditions</b>	<ul style="list-style-type: none"> <li>• The post is based at Bradford Girls' Grammar School.</li> <li>• The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</li> </ul>

	<ul style="list-style-type: none"> <li>• This post is subject to an enhanced Disclose and Barring Service check.</li> <li>• The school operates a non-smoking policy.</li> </ul>
<b>Prospects</b>	<ul style="list-style-type: none"> <li>• Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.</li> </ul>
<b>Special Condition of Service</b>	<ul style="list-style-type: none"> <li>• Will not require leave of absence during term time.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.</li> </ul>
<b>Statement</b>	<p>Bradford Girls’ Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.</p> <p>Dated: September 2025</p>

## 6. Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Ability to work successfully with pupils with challenging behaviour</li> <li>• Ability to work as part of a team</li> <li>• Ability to communicate at all levels i.e. Staff, pupils, parents/carers and professionals</li> <li>• Ability and willingness to undertake professional development.</li> <li>• Good interpersonal skills</li> <li>• Empathy with children and young people</li> <li>• Ability to effectively manage pupil behaviour in accordance with school policy and procedure.</li> <li>• Ability to use own initiative to work flexibly and respond positively to a range of situations</li> <li>• Competence in the use of ICT to support teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the curricular requirements of the school, these include statutory requirements.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people and/ or their families</li> <li>• Experience of working in an educational setting with students with differing needs and behaviours.</li> </ul>	
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>• Understanding of behavioural strategies</li> <li>• Understanding of relevant policies and relevant legislation</li> <li>• Basic understanding of child development and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection, safeguarding and health and safety procedures.</li> </ul>

Qualifications/ Training	<ul style="list-style-type: none"> <li>• Grade C or above in English and Maths GCSE equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to recognise own training needs and willing to undergo relevant training</li> <li>• A degree or other relevant professional qualification in education</li> </ul>
Behavioural and other related characteristics	<ul style="list-style-type: none"> <li>• Enthusiasm, determination, and empathy</li> <li>• Belief in the value of others</li> <li>• Prepared to respect sensitive and confidential work.</li> <li>• Commitment to own personal development and learning.</li> </ul>	

## **7. Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## 8. School Location and Travel Information

Bradford Girls' Grammar School

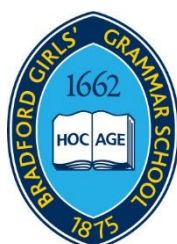
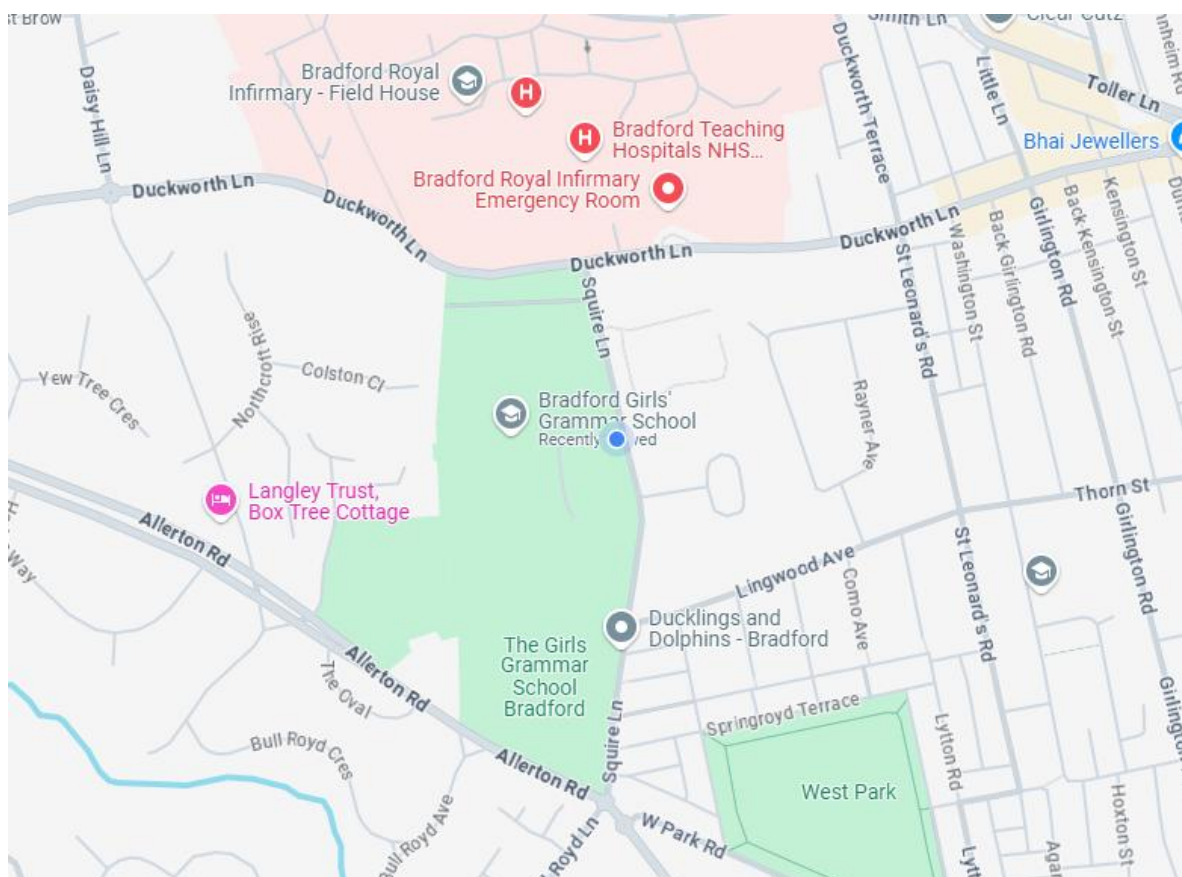
Squire Lane

BRADFORD

BD9 6RB

Tel: 01274 545395

[www.bggs.com](http://www.bggs.com)



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**